



J. TYLER McCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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September 6, 2001

TO: Supervisor Michael D. Antonovich, Mayor
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: J. Tyler McCauley
Auditor-Controller

SUBJECT: **SHERIFF'S DEPARTMENT LOSSES REVIEW**

We have completed a review of certain cash and property losses occurring at the Sheriff's Department (Department). The losses are comprised primarily of lost inmate clothing and property, but a small percentage includes cashing shortages of \$100 or more, counterfeit monies, burglary, robbery, and mysterious disappearances of monies and securities. Losses that result from reimbursing inmates for missing items are financed by the County General Fund.

We chose to do this review because of a trend of increased losses. For fiscal years 97-98, 98-99, and 99-00, the Department disbursed approximately \$41,290, \$102,275 and \$154,514, respectively. Our review consisted of interviewing Departmental personnel, observing processes and procedures, and reviewing available documentation.

Summary of Findings

The Department appears to have adequate controls and procedures in place for handling inmates' cash that minimizes losses and assists in the immediate determination of cash losses and reimbursement to the inmates. However, we noted a number of areas where internal controls need to be improved for the handling of clothing and property. The following are examples of areas requiring improvement.

Video Surveillance

The Department does not have video surveillance equipment at the Inmate Reception Center (IRC). The installation of video surveillance equipment at the IRC would improve controls by enabling the Department to monitor the processing of clothing and property bags. The cameras would not only act as a deterrent to theft but would also provide evidence to assist in investigating losses.

Inmate Property

Property bags are received from the Sheriff's stations, courts, and city police departments and are supposed to remain unopened until the inmates are released. We noted that the Department does not reconcile items contained in the property bags to the booking slip. The Department should consider verifying that food stamps and high value property such as jewelry and personal electronics that are listed on the booking slip are actually included in the property bag upon receipt. This will enable the Department to determine if the IRC or the arresting agency is responsible for any losses. In addition, the Department should send a notice to the Sheriff's stations, courts, and city police departments instructing them to ensure that all items in the property bags match the items listed on the booking slips.

Notification to State Prisoners and Parole Violators

Inmates transferred to State prison were not always notified that their clothing and property would not be transferred with them, and that they needed to make arrangements for these items to be picked up. As a result, the Department had to pay claims filed by inmates transferred to State prison whose clothing and property were disposed of after a specified retention period. The Department recently implemented a notification procedure that requires staff to give all inmates a letter at the time of their transfer to State prison that states a relative or friend needs to obtain their clothing and property for them within a specified period of time, or else their clothing and property will be disposed of. The Department needs to monitor the procedures to ensure all inmates transferred to State prison are notified.

Bath Cards and Trusty Supervision

A "bath card" is a form used by deputies to write and circle descriptions of the clothing collected from the inmates. A trusty is an inmate worker who performs various tasks including bagging and hanging newly incarcerated inmates' clothing within the IRC, but is not allowed to perform the task of filling out bath cards. Deputies and Evidence Property Custodian (EPC) supervisors are responsible for overseeing trusties. We noted several instances in which trusties filled out bath cards. We also noted incidents when deputies and EPC supervisors were not always present to supervise the trusties, which increases the risk of items being stolen. The Department needs to ensure that trusties are prevented from filling out bath cards and are supervised at all times.

Accounting for Losses

The Department can improve its accounting for losses. Currently, all losses are posted to one account. This makes it difficult to identify the nature of the losses and the locations at which they are occurring. The Department should post losses and shortages to the minor objects (loss type) and organization codes (location) at which they occurred. In addition, Department management should regularly monitor and

review losses and shortages posted to these accounts so that corrective action can be initiated.

Details of these and other findings are included in the attached report.

Review of Report

The Department was very cooperative and actively participated in the review process. Management recognizes the need for improvement and indicated its commitment to correct the problem areas noted. The Sheriff's Department intends to provide a response to this report within 60 days.

If you have any questions regarding this report, please contact me, or your staff may contact Pat McMahon at (213) 974-0729 or DeWitt Roberts at (213) 974-0301.

JTM:DR:IDC

Attachments

c: David E. Janssen, Chief Administrative Officer
Leroy D. Baca, Sheriff
Violet Varona-Lukens, Executive Officer
Public Information Office
Audit Committee

Los Angeles County Sheriff's Department Losses Review

Comments and Recommendations

Background

The Sheriff's Department's Inmate Reception Center (IRC) provides the Sheriff's Department (Department) with the ability to receive, process, and release a yearly average of 180,000 inmates. The Evidence and Property Custodians (EPC) assigned to the IRC are responsible for the storage and handling of the personal property and clothing of more than 20,000 inmates currently housed in the Los Angeles County jail system. In addition, due to the State's refusal to accept inmates' personal property and clothing, the EPC's are responsible for the temporary storage and handling of the personal property and clothing of several thousand inmates who are transferred to State prison.

Inmates are given standard County jail uniforms and shoes while their clothing, property, and cash are stored at the IRC until they are released. On occasion, inmates' clothing and other property are missing from storage. In order for inmates to be reimbursed for the lost clothing and property, they must submit a claim to the Department's Claims Unit. After claims are filed, the Department performs an additional search to locate the missing clothing and property items. If the items cannot be located, the claim is forwarded to the Auditor-Controller's Warrant Investigation Unit for review and reimbursement.

The Department's losses for fiscal years (FY) 97-98, 98-99, and 99-00 were approximately \$41,290, \$102,275, and \$154,514, respectively. Losses are comprised primarily of lost clothing and property, but a small percentage includes cashing shortages of \$100 or more, counterfeit monies, burglary, robbery, and mysterious disappearances of monies and securities. Trust cashing shortages below \$100 are regarded as cash differences. Losses that result from reimbursing inmates for missing items are financed by the County General Fund.

The Department has taken the initiative in an attempt to help reduce the number of claims. For example, at the time of our review, the Department was replacing the type of bag used to store clothing and property. Formerly, the bags were made of a mesh material that easily tore when they rubbed against other bags and conveyor belt components. Some of the clothing and property fell out of the bags and the Department found it difficult to determine which inmate the misplaced clothing and property belonged to since there could be thousands of bags on one conveyor belt on any given day. The new type of bag appears to be more resilient to damage and static hangers have replaced the conveyor belts.

The Department also conducted an internal investigation that resulted in the resignation of an employee who was caught stealing food stamps and is suspected of previous food stamp thefts.

In addition, inmates transferred to State prison were not always properly notified that their clothing and property would not be transferred with them, and that they should make arrangements for these items to be picked up. Therefore, the Department had to pay claims filed by inmates transferred to State prison whose clothing and property were disposed of after a specified retention period. As a result, the Department implemented a notification procedure that requires staff to give all inmates a letter at the time of their transfer to State prison that states a relative or friend needs to obtain their clothing and property for them within a specified period of time, or else their clothing and property will be disposed of. Accordingly, the Department now denies claims filed for clothing and property not obtained within the specified period of time.

The Department's recent actions undoubtedly will reduce the number of claims being filed. However, because other factors may also be contributing to the losses, we conducted a review of the entire process. Our review consisted of interviewing Departmental personnel, observing processes and procedures, and reviewing available documentation. We noted that the Department has controls and procedures in place for the handling of cash that minimizes losses and assists in the immediate determination of cash losses and reimbursement to the inmates. Accordingly, this report addresses safeguarding clothing and property.

Video Surveillance

The Department does not have video surveillance equipment at the IRC. The installation of video surveillance equipment at the IRC would improve controls by enabling the Department to monitor the processing of clothing and property bags. Employees and trustees would be less likely to commit theft when they know that they are being monitored. In addition, surveillance tapes can be valuable tools for investigations to determine what happened to missing clothing and property. The Department should consider purchasing and installing video surveillance equipment in the IRC to monitor employees and trustees and assist in the investigation of missing clothing and property.

Recommendation

- 1. The Department consider purchasing and installing video surveillance equipment in the IRC to monitor employees and trustees and assist in the investigation of missing clothing and property.**

Inmate Property

During the booking process, property is taken from an individual, enclosed into a clear 10" x 15" plastic bag, and listed on a booking slip by a Deputy or an outside agent such

as a California Highway Patrol Officer or a city police officer. Property bags are received from Sheriff's stations, courts, and city police departments and are supposed to remain unopened until the inmates' release. Inmates can claim substantial reimbursement for missing property that is not thoroughly described on the booking slip.

We sampled thirty property bags that were stored in a caged area and held for State prison transfers and for inmates for whom they could not find the property at the time of release to determine if the items in the bags matched with the booking slips. We found that the contents of three out of thirty (10%) property bags did not match the items listed on the booking slip. In addition, we sampled twelve property bags that were stored in clothing bags and found one (8%) property bag where items in the bag did not match the booking slip. Of the four exceptions, there was one instance where there were more items in the property bag than were listed on the booking slip inventory, two instances where there were fewer items in the property bag than were listed on the booking slip inventories, and one instance where the booking slip was missing.

Departmental personnel stated that it is time consuming to verify the contents of all property bags received due to the volume of inmates transferred to County jail. As an alternative, the Department should consider verifying that food stamps and high value property such as jewelry and personal electronics are included in the property bag upon receipt to determine if the IRC or the arresting agency is responsible for any losses. Also, to help ensure accountability for the property, the Department should send a notice to the Sheriff's stations, courts, and city police departments instructing them to ensure that all items in the property bags match the items listed on the booking slips.

Recommendations

- 2. The Department consider verifying that food stamps and high value property such as jewelry and personal electronics are included in the property bag upon receipt to determine if the IRC or the arresting agency is responsible for any losses.**
- 3. The Department send a notice to the Sheriff's stations, courts, and city police departments instructing them to ensure that all items in the property bags match the items listed on the booking slips.**

Consulting with the Original Booking Agency

If an individual is booked at an outside agency and has property that cannot be enclosed in a clear 10" x 15" plastic bag, such as a purse or a backpack, the property is considered bulk property and is retained at the original booking agency even though the individual is transferred to the IRC with his clothing and other property that could be enclosed in the plastic bag. The original booking agency is supposed to annotate on the booking slip that bulk property is being retained. However, according to Departmental personnel, this is not always being done.

If the booking slip is not annotated that bulk property is being held at the original booking agency, the IRC assumes that the inmate does not have bulk property and may not locate reportedly missing property. Departmental personnel were able to locate missing food stamps and property that were contained in bulk property and listed on three inmates' claims by consulting with the original booking agency that transferred the inmates to the IRC.

The Department should institute a procedure that, whenever a claim is filed for missing inmate property, the IRC consult with the original booking agency about whether there is any bulk property, its content and location and document this consultation on the claim during its investigation. To help ensure that this new procedure is followed, the Auditor-Controller's Warrant Investigation Unit management has agreed to ensure that the IRC has consulted with the original booking agency as part of their review of the claim.

Recommendations

- 4. The IRC, whenever a claim is filed for missing inmate property, consult with the original booking agency about whether there is any bulk property, its content and location and document this consultation on the claim during its investigation.**
- 5. The Auditor-Controller's Warrant Investigation Unit assist the Department by ensuring that the IRC has consulted with the original booking agency as part of their review of the claim.**

Notification to State Prisoners and Parole Violators

Beginning in July 1999, the State prison system stopped accepting the clothing and property of transferred inmates. The transferred inmates' clothing remains with the IRC for only one month after transfer while other property is retained for four months after transfer. After these periods, the IRC disposes of these items through auction, salvage, or destruction.

Inmates incarcerated for parole violation are often transferred to State prison on short notice. As a result, the Department has not always been able to notify these parole violators about the disposition of their clothing and property. Since they were not always properly notified, in some cases their clothing and property were disposed of prior to their release, which resulted in the filing and payment of claims.

For inmates being transferred to State prison who are not parole violators, the Department's procedure has been to send letters to the inmates' cellblocks approximately ten days prior to the transfer informing them where and for how long their property and clothing will be held with the IRC and how it can be obtained for them by a friend or relative. The Department believes that many of the inmates did not receive the

letters and that their clothing and property were disposed of, which resulted in the filing of claims for reimbursement.

At our suggestion, the Department recently changed its procedures to require the staff to give all inmates a letter at the time of their transfer to State prison that explains how a friend or relative can obtain their clothing and property, in addition to sending letters to the inmates who are not parole violators. The Department should monitor the procedures in place to ensure that all inmates, including parole violators, are notified about the disposition of their clothing and property at the time of their transfer to State prison.

Recommendation

- 6. The Department monitor the procedures in place to ensure that all inmates, including parole violators, are notified about the disposition of their clothing and property at the time of their transfer to State prison.**

Bulk Property

As noted, bulk properties are considered personal items that are not able to fit into a clear 10" x 15" plastic bag. Although bulk properties should normally be kept at the original booking agency, if the individual is booked at the court, bulk properties are transferred from the court to the IRC. Bulk properties are sent from the courts to the IRC in sealed bags that are supposed to remain sealed until they are released to the inmates. The IRC accepts the bulk properties without inspecting and itemizing their contents. The Department should inspect and itemize the contents of bulk properties prior to accepting them from the courts to ensure that all items are accounted for and to deter theft.

Recommendation

- 7. The Department inspect and itemize the contents of bulk properties prior to accepting them from the courts.**

Bulk properties from the courts should always be transferred to the IRC due to the inability of the courts to store the items securely. However, the Department recently discovered that staff at the Criminal Courts Building has been storing bulk properties at the court. Since the IRC was unaware of this, bulk properties stored at the Criminal Courts Building may have had claims filed for them since the booking slips may have identified the items in possession, but the IRC could not locate the items.

The Department should obtain the bulk properties stored at the Criminal Courts Building and, if the inmates are still in custody, include them with the inmates' properties. Also, if applicable, the Department should attempt to match the bulk properties with current and prior inmates' claims and resolve the claims. In addition, the Department should notify

all courts restating the Department's policy that all bulk properties are to be transferred to the IRC along with the inmates.

Recommendations

8. The Department obtain the bulk properties stored at the Criminal Courts Building and, if the inmates are still in custody, include them with the inmates' properties.
9. The Department attempt to match the bulk properties with current and prior inmates' claims and resolve the claims.
10. The Department notify all courts restating the Department's policy that all bulk properties are to be transferred to the IRC along with the inmates.

Bath Cards

A "bath card" is a form used by deputies to write and circle descriptions of the clothing collected from the inmates. According to Departmental personnel, deputies fill out the bath card in ink at the bath area where the newly incarcerated inmates remove and exchange their clothing for jail issued uniforms and shoes. However, we noted several instances in which bath cards were filled out in pencil. According to Departmental personnel and a trusty who we interviewed, the trusties completed the bath cards that were filled out in pencil. A trusty is an inmate worker who performs various tasks including bagging and hanging newly incarcerated inmates' clothing within the IRC, but is not allowed to perform the task of filling out bath cards. The Department should enforce its policy and prevent trusties from filling out bath cards. In addition, since pencil markings can be easily erased or altered, the Department should ensure that the deputies use ink when preparing bath cards.

Recommendations

11. The Department enforce its policy and prevent trusties from filling out bath cards.
12. The Department ensure that the deputies use ink when preparing bath cards.

We determined that bath cards were not being filled out completely and accurately. We sampled twenty clothing bags to determine if clothing items were correctly and completely listed on the bath cards. We noted one bath card missing, one that was not filled out, and the remaining eighteen did not list all the items (e.g., undergarments, socks, and shoes) placed in the clothing bags. We also noted many claims that requested reimbursement for these kinds of items. Therefore, the Department should ensure that bath cards are filled out completely and accurately.

Recommendation

- 13. The Department ensure that bath cards are filled out completely and accurately.**

Inmate and Trusty Supervision

Departmental policies prohibit inmates and trustees from wearing athletic shoes unless a medical condition exists. We conducted a tour of the jail facilities and noted several inmates and trustees wearing athletic shoes. We were informed that medical authorizations are rare. According to Departmental personnel, athletic shoes appear to be a highly desirable commodity in jail, and are frequently missing from inmate clothing bags when inmates are released from jail. Because of their access to the bath cards and storage bags, the trustees appear to be the link to stealing and distributing athletic shoes to inmates and other trustees. The Department should enforce its policy that prohibits inmates and trustees from wearing non-jail issued shoes unless authorized and confiscate unauthorized shoes to deter theft.

Recommendation

- 14. The Department enforce its policy that prohibits inmates and trustees from wearing non-jail issued shoes unless authorized and confiscate unauthorized shoes.**

In order for a deputy to determine if an inmate is authorized to wear non-jail issued shoes, the deputy would have to obtain the inmate's booking number and ask Medical Services to look up the inmate's medical history. The Department should determine an easily detectable way for deputies to identify inmates who have been authorized to wear non-jail issued shoes due to a medical condition. For example, authorized inmates carry "pill call cards" which are similar to a driver's license and provides proof of what medications inmates are currently taking. The pill call card could be modified to provide proof that an inmate is authorized to wear non-jail issued shoes.

Recommendation

- 15. The Department determine an easily detectable way, such as a pill call card, for deputies to identify inmates who have been authorized to wear non-jail issued shoes.**

According to Departmental personnel and the EPC Clothing and Property Operations Manual, the deputies and EPC supervisors are responsible for overseeing the trustees. However, we noted that they were not always present to supervise the trustees. Leaving the trustees unsupervised in the same vicinity as the newly incarcerated inmates' clothing increases the risk of items being stolen. In addition, we previously stated that because of their access to the bath cards and storage bags, the trustees appear to be

the link to stealing and distributing athletic shoes to inmates and other trustees. Therefore, the Department should ensure that the trustees are supervised at all times.

Recommendation

16. The Department ensure that the trustees are supervised at all times.

Accounting for Losses

During our review, the Department had difficulty providing information on the amount of claims paid each year. A review of this data would have identified a significant 274% increase in the amounts paid for inmate clothing and property claims during the past two years.

In the accounting records, the Department combines losses and shortages, including lost inmate clothing and property, and posts them to the Cash Difference minor object. These losses consist of counterfeit monies, cashiering shortages, burglary, robbery, and mysterious disappearances of monies and securities. In addition, all of these losses and shortages are attributed to the IRC, even though the IRC is not always the responsible organization that incurred the loss or shortage.

In order to provide data to monitor specific types of losses and identify problem areas, the Department should utilize the Uninsured Losses minor object for losses of inmate clothing and property, counterfeit monies, cashiering shortages of \$100 or more, burglary, robbery, and mysterious disappearances of monies and securities. Trust cashiering shortages below \$100 are regarded as cash differences. Therefore, the Cash Difference minor object should only be utilized for trust cashiering shortages below \$100. In addition, the losses should be posted to the organization code (location) where the loss actually occurred.

Recommendations

- 17. The Department utilize the Uninsured Losses minor object for losses of inmate clothing and property, counterfeit monies, cashiering shortages of \$100 or more, burglary, robbery, and mysterious disappearances of monies and securities.**
- 18. The Department utilize the Cash Difference minor object only for trust cashiering shortages below \$100.**
- 19. The Department post losses to the organization code (location) where the loss actually occurred.**

As previously stated, the Department is posting losses and shortages to the IRC organization code. This makes it difficult to track losses from missing inmate clothing and property because they are combined with cashiering shortages and other losses

incurred by other organizations within the Department. The Department could improve accountability and enhance the monitoring of missing inmate clothing and property and cashiering losses by establishing new organization codes within the IRC for the Clothing and Property Unit and the Cashiering Unit. Charges for lost inmate clothing and property could then be posted to the organization code for the Clothing and Property Unit, and cashiering losses at the IRC could be posted to the organization code for the Cashiering Unit. This would enable management to regularly monitor and review losses and shortages posted to the Uninsured Losses and Cash Difference minor objects and improve the Department's ability to monitor losses.

Recommendations

- 20. The Department establish new organization codes within the IRC for the Clothing and Property Unit and the Cashiering Unit.**
- 21. The Department post charges for lost inmate clothing and property to the organization code for the Clothing and Property Unit, and post cashiering losses at the IRC to the organization code for the Cashiering Unit.**
- 22. Departmental management regularly monitor and review losses and shortages posted to the Uninsured Losses and Cash Difference minor objects.**

The Auditor-Controller's Warrant Investigations Unit requests reimbursement for losses and shortages by submitting a Transfer of Uninsured Losses Memo to the Auditor-Controller's Accounting Division. The IRC's Clothing and Property Manager does not receive a copy of this memo or use this memo because he was not able to correlate the names on the settled claims to the IRC's database since there are many common names. However, the Auditor-Controller's Warrant Investigation Unit recently modified the Transfer of Uninsured Losses Memo to include a column for booking numbers. The booking number would allow the IRC's Clothing and Property Manager to identify the individual who filed the claim on the IRC's database.

The Auditor-Controller's Warrant Investigation Unit should add the IRC's Clothing and Property Manager as a recipient of the Transfer of Uninsured Losses Memo to enable him to input the settlements into the IRC's database. The IRC's Clothing and Property Manager could then reconcile the database amounts to the Countywide Accounting and Purchasing System (CAPS) reports for better monitoring.

Recommendations

- 23. The Auditor-Controller's Warrant Investigation Unit add the IRC's Clothing and Property Manager as a recipient of the Transfer of Uninsured Losses Memo.**

Recommendations (continued)

- 24. Departmental management input the Transfer of Uninsured Losses Memo settlements into the IRC's database and reconcile these amounts to CAPS.**

Backlog of Claims

The Department is backlogged in processing claims for lost clothing and property due to the delay in obtaining the booking slips and bath cards from the Information Retrieval Unit (IRU). Booking slips and bath cards are required to verify that lost items were in the custody of the Sheriff's Department during the time served by the claimant. The Claims Unit submits a request to the IRU for copies of booking slips and bath cards for all claimants.

Occasionally, the IRU is unable to obtain some of the booking slips and bath cards, requiring them to submit a request to the Document Processing Unit (DPU) for copies of the booking slips and bath cards. The DPU maintains all of the inmates' records and is a better source than the IRU for obtaining booking slips and bath cards. Therefore, the Claims Unit should request copies of the booking slips and bath cards directly from the DPU.

Recommendation

- 25. The Claims Unit request copies of the booking slips and bath cards directly from the Document Processing Unit.**



J. TYLER McCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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PHONE: (213) 974-8301 FAX: (213) 626-5427

November 6, 2001

TO: Supervisor Michael D. Antonovich, Mayor
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: J. Tyler McCauley
Auditor-Controller

SUBJECT: **RESPONSE TO SHERIFF'S DEPARTMENT LOSSES REVIEW**

In accordance with Board policy, attached are the Auditor-Controller's and Sheriff's responses to the Sheriff's Department Losses Review report. The responses indicate general agreement with the recommendations and that all recommendations have been implemented.

If you have any questions regarding the report or the responses, please contact me, or your staff may contact DeWitt Roberts at (213) 974-0301.

JTM:DR:IDC

Attachments

c: David E. Janssen, Chief Administrative Officer
Leroy D. Baca, Sheriff
Violet Varona-Lukens, Executive Officer
Public Information Office
Audit Committee



J. TYLER McCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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October 29, 2001

TO: DeWitt Roberts, Chief
Audit Division

FROM: Arlene Barrera, Chief *Arlene Barrera*
Disbursements Division

SUBJECT: **SHERIFF'S DEPARTMENT LOSSES REVIEW**

Following is our response to the two audit recommendations included in your Sheriff's Department Losses Review dated 9/6/01.

RECOMMENDATIONS

5. **The Auditor-Controller Warrant Investigation Unit assist the Department by ensuring that the IRC has consulted with the original booking agency as part of their review of the claim.**

In September 2001, Claims Investigators were provided with written instructions to contact original booking agencies as part of our investigation and to document the contact in the case folder.

23. **The Auditor-Controller's Warrant Investigation Unit add the IRC's Clothing and Property Manager as a recipient of the Transfer of Uninsured Losses Memo.**

Effective with the issuance of the October 2001 Uninsured Loss Report, George Truesdale, LASD IRC Manager was added to the distribution of our Transfer of Uninsured Losses Memo.

If you have any questions or require additional information, I can be reached at (562) 940-2342.

c: J. Tyler McCauley
Maria Oms
Karen Givens



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



October 29, 2001

J. Tyler McCauley, Auditor-Controller
County of Los Angeles
525 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012-3265

Attention: Dewitt Roberts, Chief
Audit Division

Dear Mr. McCauley:

**RESPONSE TO AUDIT REPORT REGARDING LOSSES OF INMATES'
PROPERTY AT THE INMATE RECEPTION CENTER**

Attached is the Department response to the audit recommendations contained in the report dated September 6, 2001. We would like to thank the audit staff for their valuable recommendations and their diligence.

If you have any questions regarding this response, please call me at (323) 526-5488, or Nabil Morcos, of my staff, at (323) 526-5529.

Sincerely,

LEROY D. BACA, SHERIFF

MARVIN J. DIXON, CHIEF
ADMINISTRATIVE SERVICES DIVISION

A Tradition of Service

C: Chief Al Scaduto, Correctional Services Division
Captain Richard Barrantes, Inmate Reception Center
George Truesdell, Inmate Reception Center-Inmates' Property
Michelle Romero, Auditor-Controller-Audit Division

**SHERIFF'S DEPARTMENT
RESPONSE TO LOSSES REVIEW**

PAGE 1 OF 8
OCTOBER 30, 2001

The following is the Departments response to the audit recommendations that are listed on the audit review report dated September 6, 2001.

Video Surveillance

Recommendation #1 The Department consider purchasing and installing video surveillance equipment in the IRC to monitor employees and trustees and assist in the investigation of missing clothing and property.

Status: Implemented

The Department will estimate the cost of system hardware and monitoring personnel, based on cost, availability of funds and the priority of this project among others, we will determine its practicality and usefulness. It should be noted that the paid claims during Fiscal Year 2000/2001 were only \$66,179, which is a sizable decrease from the prior year of \$154,514.

In the interim, we implemented alternative measures to control the losses' incidents and claims, and reinforced the existing policy and procedures, for example:

- Trustees wearing non-jail shoes will not be permitted in the property area and they will be searched before departing to their holding quarters to ensure the safekeeping of the inmates' properties.
- Employees in all custody facilities are subject to unannounced searches.
- New procedure has been implemented to require staff to search for the lost items in every possible location and thoroughly review the losses' claims before accepting them.
- The valuables that are received in sealed bags from the arresting agencies will be kept in the same condition. The arresting agent is responsible for any items missing from the sealed bags.
- The property clothing storage bags have been replaced with more rugged bags, and the moving conveyers have been replaced with a stationary system. As a result property items will be much safer inside the new bags.

Inmate Property

Recommendation #2 The Department consider verifying that food stamps and high value property such as jewelry and personal electronics are included in the property bag upon receipt to determine if the IRC or the arresting agency is responsible for any losses.

Status: Implemented with modification

The current policy and procedure (Department Policy (5-03/200.00 and 5-04/000.00) requires the arresting agent to inventory, document and place all valuable items (including food stamps, jewelry, personal electronic . . . etc.) in sealed brown envelopes. Envelopes should be placed inside a sealed clear plastic property bag. Exemplar A1 and A2.

Sealed property bags are accepted at face value. Inventorying the property bags to fix responsibilities is not practical because the arresting agency personnel or Transportation Bureau (TST) drivers drop the property bags and immediately leave the premises to attend to their police duties. So, inventorying the bags in their absence will not solve the responsibility issue.

Therefore, our policy is that the contents of the sealed bags will continue to be the responsibility of the arresting agent. The Department will only verify the contents of the property bags when the seal is broken. Claims for missing items from intact and sealed (un-tampered) bags will be denied and the inmate will be referred to the arresting agent.

Recommendation #3 The Department send a notice to the Sheriff's stations, courts, and city police departments instructing them to ensure that all items in the property bags match the items listed on the booking slips.

Status: Implemented

On October 9, 2001, a JDIC message was sent to all Sheriff's personnel and affiliated police agencies to reiterate the Department policy and alert personnel to ensure that items listed on the booking slip are properly inventoried and actually placed within the sealed property bag. Staff will be briefed by their supervisors during the regular briefings. This message will be sent weekly (every Tuesday) on the JDIC network. Exemplar B.

Consulting with the Original Booking Agency

Recommendation #4 The IRC, whenever a claim is filed for missing inmate property, consult with the original booking agency about whether there is any bulk property, its content and location and document this consultation on the claim during its investigation.

Status: Implemented

During the audit we instituted this procedure and made it a part of our ongoing claims investigation process. A new check list form has been developed to require the investigating EPC to note that these steps have been completed. Exemplar C.

Recommendation #5 The Auditor-Controller's Warrant Investigation Unit assist the Department by ensuring that the IRC has consulted with the original booking agency as part of their review of the claim.

Status: Implemented

The Auditor-Controller Warrant's Investigation Unit indicated that in September 2001, the Claims Investigators were provided with written instructions to contact original booking agencies as part of their investigation and to document the contact in the case folder.

Notification to the State Prisoners and Parole Violators

Recommendation #6 The Department monitor the procedures in place to ensure that all inmates, including parole violators, are notified about the disposition of their clothing and property at the time of their transfer to State prison.

Status: Implemented

The current automated application has been modified to identify all inmates sentenced to State prisons including the Parole Violators. Those sentenced inmates will receive a personal notice, in English and Spanish, regarding the procedure to retrieve their clothing, personal property and bulk items. Exemplar D.

Also, a second notification of the same procedures will be given to each inmate at the time of their transportation to the State prison. Exemplars E 1 and E 2.

Bulk Property

Recommendation #7 The Department inspect and itemize the contents of bulk properties prior to accepting them from the courts.

Status: Implemented with modification

It should be noted that bulk properties are kept at the location of the arresting agency, except persons remained to custody by the courts during a court proceeding, which are very limited cases. The transportation deputies deliver the properties to the IRC facility, and leaves the facility as soon as possible to attend to their primary responsibility of transporting additional inmates. Therefore, inventorying the property bags and bulk property to fix responsibilities while the other party is not present will not solve the responsibility issue.

**SHERIFF'S DEPARTMENT
RESPONSE TO LOSSES REVIEW**

PAGE 4 OF 8
OCTOBER 30, 2001

Nonetheless, we will continue to remind the courts staff via recurrent JDIC teletypes about the IRC policy regarding the itemization of all properties on the booking slip, accuracy and due-diligent.

Recommendation #8 The Department obtain the bulk properties stored at the Criminal Courts Building and, if the inmates are still in custody, include them with the inmate's properties.

Status: Implemented

A JDIC message addressed to Court Services Division was sent on October 9, 2001, and will continue to be broadcasted weekly (every Tuesday). Exemplar F.

Recommendation #9 The Department attempt to match the bulk properties with current and prior inmates' claims and resolve the claims.

Status: Implemented

The current procedure has been modified to require staff to check the bulk property database for all claims received.

Recommendation #10 The Department notify all courts restating the Department's policy that all bulk properties are to be transferred to the IRC along with the inmates.

Status: Implemented

A JDIC message addressed to Court Services Division has been sent on October 9, 2001, and will continue to be broadcasted weekly (every Tuesday). Exemplar F.

Bath Cards

Recommendation #11 The Department enforce its policy and prevent trustees from filling out bath cards.

Status: Implemented

Personnel will be advised on a regular basis of the content of sections 6-04/005.15, and 6-04/002.06) of the Department Manual of Policy and Procedures. Supervisors will be required to enforce this policy. Exemplars G 1 and G 2.

Recommendation #12 The Department ensure that the deputies use ink when preparing bath cards.

Status: Implemented

On October 1, 2001, the IRC unit commander issued a briefing memo to reinforce the provision of the IRC Manual. Exemplar H.

Recommendation #13 The Department ensure that the bath cards are filled out completely and accurately.

Status: Implemented; Training reinforcement and briefing memos should improve the accuracy of the process.

Inmate and Trusty Supervision

Recommendation #14 The Department enforce its policy that prohibits inmates from wearing non-jail issued shoes unless authorized, and confiscate unauthorized shoes.

Status: Implemented

Trusties that are working at the property area are forbidden from wearing non-jail issued shoes, and are searched before leaving the area for possible unauthorized removal of inmates' belongings. Therefore, the inmate's personal shoes kept in the Department custody are safe and isolated from the other jail facilities.

Trusties are housed in the Men's Central Jail (MCJ). The policy of MCJ is delineated in MCJ's Unit Order 5-21-010 dated August 18, 1998, and revised in September 21, 2001, Exemplar I. This unit order prohibits inmates from wearing non-jail shoes except orthopaedic shoes. All other shoes will be confiscated and deposited by placing them in a contraband container. Confiscated contraband items are not reimbursable.

Recommendation #15 The Department determine an easily detectable way, such as a pill card, for deputies to identify inmates who have been authorized to wear non-jail issued shoes.

Status: Implemented with modification

Trusties are housed in MCJ, and according to Unit Order 5-21-010, orthopedic shoes are the only non-jail shoes authorized for inmates to wear. Medical Services do not authorize wearing tennis shoes for any reason. Non-jail shoes are confiscated and deposited by placing them in a contraband container. Confiscated contraband items are not reimbursable. Exemplar I.

SHERIFF'S DEPARTMENT
RESPONSE TO LOSSES REVIEW

PAGE 6 OF 8
OCTOBER 30, 2001

Also, the security of the property area has been tightened, trusties will not be allowed inside the property area if they are wearing non-jail shoes and will be searched for contraband before leaving the area. The investigation procedures of the losses claims has been expanded to include twelve possible locations.

Recommendation #16 The Department ensure that the trusties are supervised at all times.

Status: Implemented

We will increase our efforts to ensure that trusties are supervised at all times.

Accounting for Losses

Recommendation #17 The Department utilize the Uninsured Losses minor object for losses of inmate clothing and property, counterfeit monies, cashiering shortages of \$100 or more, burglary, robbery, and mysterious disappearances of monies and securities.

Status: Implemented

Minor Object **2296** will be utilized for Uninsured Losses, such as losses of inmate clothing and property, counterfeit monies, cashiering shortages of \$100 or more, burglary, robbery, and mysterious disappearances of monies and securities. Also, minor object **2292** will be used exclusively for IRC cashiering shortages of \$100 or more, burglary, robbery, and mysterious disappearances of monies and securities.

Recommendation #18 The Department utilize the Cash Difference minor object only for trust cashiering shortages below \$100.

Status: Implemented

Minor Object **3184** will be utilized for Cash Differences below \$100.

Recommendation #19 The Department post losses to the organization code (location) where the loss actually occurred.

Status: Implemented; Currently, losses are posted to the organization code (location) where the loss actually occurred.

Recommendation #20 The Department establish new organization codes within the IRC for the Clothing and Property Unit and the Cashiering Unit.

Status: Implemented with modification

With the implementation of the different minor object codes, we will be able to identify the losses to the originating units. Therefore, establishing a new organization codes within the IRC for the Clothing and Property Unit and the Cashiering Unit is unnecessary.

Recommendation #21 The Department post charges for lost inmate clothing and property to the organization code for the Clothing and Property Unit, and post cashiering losses at the IRC to the organization codes for the Cashiering Unit.

Status: Implemented

With the implementation of the different minor object codes, we will be able to identify the losses to the originating units.

Recommendation #22 Departmental management regularly monitor and review losses and shortages to the Uninsured Losses and Cash Difference minor objects.

Status: Implemented

IRC staff will monitor the trend of losses. Administrative Services/audit staff will ensure that losses from the cashiering and property operations are audited every-other-year.

Recommendation #23 The Auditor-Controller's Warrant Investigation Unit add the IRC's Clothing & Property Manager as a recipient of the Transfer of Uninsured Losses Memo.

Status: Implemented

Effective with the October 2001 Uninsured Loss Report, the LASD-IRC Manager will be added to the distribution list of the auditor's report.

Recommendation #24 Departmental management input the Transfer of Insured Losses Memo settlements into the IRC's database and reconcile these amounts to CAPS.

Status: Implemented

The Paradox Claims Database has been updated to include the settlement information, and will be reconciled to CAPS.

**SHERIFF'S DEPARTMENT
RESPONSE TO LOSSES REVIEW**

PAGE 8 OF 8
OCTOBER 30, 2001

Backlog of Claims

Recommendation #25 The Claims Unit request copies of the booking slips and bath cards directly from the Document Processing Unit.

Status: Implemented

Effective immediately the needed documents will be requested directly from the Document Processing Unit instead of the Retrieval Unit.

PRISONERS

5-03/200.05
04-01-96

5-03/200.00

PROPERTY OF PRISONERS

The subsections which follow outline the procedures for the handling of prisoner's property under various conditions.

Pursuant to Government Code section 26640, money or property booked in with an inmate and later suspected as evidence of a crime may be removed for examination or introduction into evidence by an investigating officer without obtaining the prisoner's consent and without obtaining prior court approval.

The person removing the property shall sign for the property on the reverse side of the B&PR.

5-03/200.05 Property Handling at Time of Station Booking

All contraband or articles prohibited by law shall be taken from the prisoner.

All property not returned to the prisoner and listed on lines 18, 19 and 20 of the B&PR shall accompany the prisoner to IRC/SBI for storage pending the prisoner's release.

The method of packaging the property shall be as follows:

- Food stamps shall be inventoried and the total amount listed on the B&PR. A separate sealed envelope containing the stamps, and so labeled, shall be placed in the lower portion of the plastic bag,
- Watches, glasses and similar items that are subject to damage should be placed in a 3"x5" clasp envelope before placing in the plastic bag. Identify watches by brand name.
- Purses (women's and men's) shall be examined, the contents inventoried, wrapped securely (with string, if necessary), and tagged with inmate's name and booking number,
- Enclose the yellow copy of the B&PR in the plastic bag so that the prisoner's name and booking number are visible,
- Place property in the plastic bag and seal as close to the articles as possible, allowing at least 4" at the open end,
- Additional plastic bags may be stapled together and identified by the name and booking number on a 3"x5" manila envelope placed inside the plastic bag.

All property which is too large to fit into the plastic bags shall be handled as bulk property. The property shall be identified with a completed Property Label (SH-CR-35) and stored at the station.

When a prisoner has no property and is transferred to IRC/SBI, the yellow copy of the B&PR, indicating "No Property" shall be attached to the booking transmittal package.

Cash

The amount entered on line 18 for deposit, shall total all cash in the possession of the prisoner (see section 5-03/025.00) and shall be handled as follows:

- The officer booking the prisoner shall question the prisoner to ascertain that the cash removed from his possession represents all of the cash in his possession,
- In the presence of the prisoner and the jailer, the money shall be counted and verified,
- If the money to be deposited is \$400 or more, the full amount shall be placed in the station safe. All monies less than \$400 shall be sealed separately in an end portion of the prisoner's plastic property bag. The money envelope shall not be mixed with other items of property in the bag.

Prisoners booked directly into IRC/SBI shall have their money directly deposited with the cashier. The transporting deputy shall hand carry the money to the cashier's office for deposit. The deputy shall obtain two copies of the Deposit Ticket (SH-H-251), and distribute as follows:

- Green copy shall be given to the prisoner,
- White copy shall be retained by the deputy for inclusion into the arrest file.

Procedure for Handling Monies Less Than \$400

- All cash in prisoner's possession shall be placed in a money envelope. The booking officer and the jailer shall clearly write their names across the envelope before sealing it with clear tape. The outside of the envelope shall indicate, in ink, amount of cash sealed inside, prisoner's name and booking number,
- Enter the amount of money in the envelope at the top left side of the B&PR with the date and time. Both the booking officer and the jailer shall sign their names below the entry,
- The booking officer shall seal the money envelope into a separate end of the prisoner's plastic property bag and turn it over to the jailer, who will place it under lock and key,
- The booking officer shall obtain the signature of the watch sergeant at the top right of the B&PR and return the B&PR to the jailer.

5-03/200.06

PRISONERS

PROPERTY HANDLING AT TIME OF STATION BOOKING - CONTD.



Procedure for Handling Monies \$400 or More

- Enter the prisoner's name, booking number and amount of money to be placed in the station safe on the outside of the money envelope,
- Enter the amount of money in the envelope at the top left side of the B&PR with the date and time. Both the booking officer and the jailer shall sign their names below the entry,
- The booking officer shall take the unsealed, noted envelope containing the cash to the watch commander, who shall verify the amount of money, write his name across the flap of the envelope and seal it with clear tape.
- The watch commander will also sign the top right portion of the booking slip and shall then place the sealed envelope in the station safe, pending deposit to the prisoner's account. He shall then make the appropriate entry into the safe ledger,
- The booking officer shall be responsible for returning the booking slip to the jailer, who shall then be responsible for the safety of the plastic property bag.,
- At the time of the prisoner's transfer from the station to either court or Central Jail/SBI, the money envelope shall be removed from the Station safe and sealed separately into an end portion of the prisoner's plastic property bag. The watch commander shall make an entry in the safe ledger reflecting the removal.

Jailer's Responsibility for Property Bags

The jailer shall maintain all plastic property bags under lock and key. At the close of his shift, he shall verify the packages on hand with the incoming jailer by checking the bags against the station's copy of the booking slips held for the prisoners who are still at the station. Once verified, the outgoing jailer shall turn over the key of the storage compartment to the incoming jailer. The incoming jailer shall then sign the Jailer's Record Form (SH-CR-452) as the jailer on duty, and that signature is verification that all property on hand is in order. The only other key to the storage compartment shall be the station commander's emergency key.

Opening of Sealed Property Package

The sealed property package may be opened in the presence of the person responsible for custody of the prisoner's property for the following reasons:

- Concerned personnel's need to examine the contents,
- The prisoner requests release of property to another person,
- The prisoner claims the property contains evidence that he has been erroneously arrested on a warrant.

Whenever prisoner's property is released to a person other than the prisoner, the officer responsible for the prisoner's property shall note the following information on the reverse side of the yellow copy of the B&PR:

- The prisoner's signature,
- The signature of the person receiving the property,
- Date, time, name and employee number of officer authorizing the release,
- Type of identification used by the recipient.

The remaining property, cash and yellow copy shall then be placed in a new plastic container and resealed as prescribed above.

If all property and cash are released to a person other than the prisoner and the prisoner is transferred to IRC/SBI, the yellow copy of the B&PR shall be sent to the IRC Personal Property Supervisor.

Property seized by court order or search warrant does not require the prisoner's signature.

5-03/200.06 Handling Property of Inmates in Transit

The sealed plastic property bags containing the property and money of inmates being transferred directly to IRC or SBI from Sheriff stations and court lock-ups shall be secured in padlocked and numbered canvas property bags while in transit. The canvas property bags will be supplied to units by Transportation Bureau as needed. Empty bags shall not be stored or stockpiled at Sheriff's facilities.

Custody Division South, Inmate Reception Center, shall coordinate distribution of lockable canvas property bags and shall be responsible for their replacement and repair.

Department personnel responsible for the transfer of inmate property and money (i.e., station jailers, court lock-up deputies, etc.) shall place the sealed plastic property bags of the inmates being transported into lockable canvas bags and lock them at the time of transfer. The locked canvas property bags shall be transferred to Transportation Bureau personnel and transported with the inmates to IRC/SBI. To ensure the security of the contents of the locked canvas property bags, only specified IRC and SBI personnel shall possess property bag padlock keys.

PRISONERS

5-03/200.15
04-01-96

Property and money of inmates being transferred from stations or from outside agencies directly to court shall not be locked into canvas property bags and shall be handled separately from that of inmates being transferred to IRC/SBI.

When transporting prisoners for outside agencies directly to IRC/SBI, Transportation Bureau personnel shall handle property in the following manner:

- Los Angeles Police Department inmate property and money shall be secured in the lockable metal boxes provided by that agency,
- Other outside agency inmate property and money shall be secured in padlocked canvas property bags.

Sheriff's lockable canvas property bags shall not be left at outside agency facilities.

Transportation Bureau personnel shall identify the padlocked canvas property bag into which an inmate's property was placed by noting the bag number in the appropriate section of the corresponding transportation transmittal.

When a prisoner is transferred to another agency, all his property and money shall be released to that agency.

When trustees are returned to IRC for any reason, all property accumulated during their sentence shall be packaged before their release to Transportation Bureau personnel.



5-03/200.10 Order for Release of Prisoner's Property

Whenever a prisoner in a custody facility wishes to release his property and/or cash to another person, the following procedure shall apply:

- The prisoner shall completely fill out, in ink, the Order for Release of Prisoner's Property (SH-J-18) and/or the Order for Release of Prisoner's Cash (SH-J-17),
- An officer shall:
 - Review the form for completeness,
 - Verify that the person who will be receiving the property has proper identification,
 - Sign the form,
 - Date and time stamp the back of the form,
 - Present the signed form to the person designated as the property recipient.

The form is only valid for 24 hours after being time stamped.

The property recipient shall respond to IRC, where he shall:

- Present the signed form and proper identification,
- List his name, address, city and state on the back of the booking slip,
- Itemize the property received on the back of the booking slip and then initial the SH-J-18 and/or SH-J-17 and booking slip.

The IRC officer shall:

- Circle the items released on the face of the Property Record,
- Staple the SH-J-18 and/or SH-J-17 to the Property Record, place them in the plastic bag and reseal the bag.

If an inmate is no longer in custody, a letter of property release authorization from the inmate must be presented with proper identification. Letters of authorization shall be taken to the Property Room Supervisor for approval to release property.

5-03/200.15 Incoming Money

The Inmate Reception Center mail section shall remove enclosed monies from all incoming prisoner's mail. This section shall record on the face of each envelope containing money the type, amount and disposition of the enclosed money, and deposit it into the prisoner's account.

- All cash and negotiable instruments of \$200 or less shall be deposited directly to the prisoner's account. Acceptable instruments are as follows:
 - Certified checks,
 - Money orders (Postal and Western Union),
 - Cashier's checks,
 - Travel cheques.
- All other monies not listed above are not acceptable and is returned to the sender.

5-03/200.20

PRISONERS

5-03/200.20 Missing or Lost Property - Claims

After notification, the unit commander shall be responsible for having an immediate search conducted for missing property.

- The property records shall be examined to ensure that the property was received,
- Inform prisoner or ex-prisoner if another agency is holding the property.

Property found during the search shall be handled as follows:

- Store found property with prisoner's other property,
- Inform prisoner,
- Return found property to ex-prisoner.

If property is not found and Prisoner Claim for Missing or Damaged Property Form (SH-AD-495) is completed, the following is necessary:

- Prepare Complaint Report (SH-R-49), classify as "Missing Property of Prisoner," and assign an URN,
- If the facts indicate no further investigation is necessary, classify as inactive,
- If further investigation is warranted, the Complaint Report shall be active.

The assigned unit shall submit a claim to the Auditor-Controller for property not found as follows:

- Prepare a cover letter with the claim to the Auditor-Controller with copy of letter to Fiscal Administration,
- Send cover letter and two copies each of the Complaint Report, the Prisoner Claim for Missing or Damaged Property and all supporting documents to:

Auditor-Controller
Attn: Chief, Audit Division
1125 West Sixth Street
Los Angeles, California 90017

After a claim has been forwarded to the Auditor-Controller:

- Dispose of property in the prescribed manner if the claim has been processed and settled,
- If the claim has not been processed or settled, it shall be closed. Use recovered property procedure.

The assigned unit shall notify the Auditor-Controller immediately by telephone, followed by a supplemental report when missing property is found.

5-03/200.25 Damaged Property

The unit commander shall be responsible for having an immediate investigation conducted upon notification that a prisoner's property is damaged.

- The property records shall be examined in an attempt to determine condition of property when received,
- Complete Complaint Report (SH-R-49), classify as "Damaged Property of Prisoner," and assign an URN,
- If the facts indicate no further investigation is necessary, classify as inactive,
- If further investigation is warranted, the complaint report shall be active.

Distribution of Inactive complaint reports shall be as follows:

- Original to Records and Identification Bureau,
- Special Request Distribution,
 - Fiscal Administration - two copies,
 - Chief of Division-originating the report - one copy,
 - Originating unit file - one copy.

CHAPTER 4

5-04/000.20
04-01-96

PROPERTY AND EVIDENCE PROCEDURES

5-04/000.00

PROPERTY AND EVIDENCE

All property and evidence coming into the possession of members of this Department shall be accounted for and processed in accordance with policies and procedures set forth in this manual. Any misappropriation, unauthorized destruction or confiscation for personal use, of property or evidence shall be grounds for disciplinary action.

5-04/000.05 Necessity for Seizing and Storing

Department members whose duties involve gathering, handling or storing property and evidence shall constantly evaluate the necessity of maintaining and storing these items within Department facilities. Property/evidence shall not be stored when suitable alternatives are available. Suitable alternatives may include:

- Photographs of evidence for court presentation: Whenever possible, evidence will be retained by the victim or an agent acting on behalf of the victim. The ability to produce unadulterated evidence at the time of court proceedings shall determine the use of this alternative,
- Only that evidence essential to proving an offense shall be seized. Seizure of evidence shall be scrutinized by supervisory personnel,
- The need to hold money as evidence shall be closely reviewed by the watch commander and approved only if the money is unique or has evidentiary value due to its markings (i.e., buy money, serial numbers, chemical residue, stains, etc.).

5-04/000.10 Station/Unit Commander's Responsibilities

The unit commander shall be responsible for the security, recordation and disposition of all property and evidence brought into the station/unit, including all prisoner property and money. Unit commanders shall assure that accurate and current records of all items of property/evidence are maintained, that laws and Department policy are complied with and a proper disposition is made as soon as feasible.

A person of at least the rank of lieutenant shall be designated to manage and supervise the unit property and evidence system and to coordinate its functions with Central Property, Scientific Services Bureau, other Department units and outside agencies.

Unit commanders shall ensure that property lieutenants conduct thorough audits of the station/unit storage facilities and the safe and master evidence ledgers at least once each month to ensure that items are properly packaged, labeled, stored, described in the ledger and dispositioned.

Unit commanders shall ensure that thorough quarterly (January, April, July and October) audits are conducted of all property and evidence. Audits shall include vehicles stored at their units or at local towing companies where items remain their responsibility. Upon completion, a report shall be forwarded to the division chief indicating the date of the audit, the persons conducting the audit, any items held over 90 days, including any investigations in progress regarding evidence discrepancies and the date of the most recent safe combination change.

Reports of the audit findings shall be submitted by memorandum to the unit commander for follow-up action as appropriate and copies shall be maintained in unit administrative files for a period of not less than one year from the date of the inspections.

5-04/000.15 Responsibilities of Station/Unit Property Lieutenant

The station/unit property lieutenant shall:

- Train personnel to ensure compliance with the policy and procedures of this chapter,
- Inspect the storage system to ensure properly maintained records and that disposition time frames are met,
- Conduct monthly and quarterly audits of all property and evidence, including vehicles,
- Supervise the destruction of property and evidence at the station/unit,
- Supervise and coordinate with the Central Property Custodian the storage and disposition of bulk items; "Hold" items; long-term storage items, including vehicles and vehicle parts and evidence seized as a result of search warrants,
- Ensure that personnel comply with Penal Code section 11108,
- Ensure that bulk prisoner property left at a station is returned to the prisoner.

5-04/000.20 Responsibilities of Station/Unit Property Custodian

Each station/unit where property and evidence is maintained shall have an assigned property custodian and a trained relief custodian to act in the absence of the property custodian.

5-04/010.00

PROPERTY AND EVIDENCE PROCEDURES

RESPONSIBILITIES OF STATION/UNIT PROPERTY CUSTODIAN - CONTD.

Property custodians shall be scheduled to report to work prior to regular court appearance times to handle the withdrawal of property for court.

The station/unit property custodian shall have the following responsibilities:

- Review the master ledger and property labels of incoming property for accuracy and completeness of description and have corrections made, if necessary,
- Place all incoming property from the interim storage room in the proper storage locations and note the changes in the storage change column of the ledger,
- Store property in the designated "URN File" sequence as explained in subsection 5-04/070.15,
- Ensure that all property temporarily removed from the station/unit for court or for investigative reasons is properly signed out on a Property Interim Removal Record (SH-CR-583), and ensure that returned property is signed in or that a final disposition is entered as explained in subsection 5-04/030.25,
- Separate property to go to court or to Scientific Services Bureau. Ensure that the accompanying Scientific Services Bureau Evidence Receipt (SH-CR-126) is properly completed and attached to all evidence forwarded to Scientific Services Bureau and that the receipt number is recorded as a temporary ledger disposition while the evidence is being analyzed,
- Maintain the Property Interim Removal Records in URN sequence on an arch file board. Follow up on the Interim Removal forms and lab receipts which are outstanding. Upon unit disposition of the property, the completed Interim Removal form shall be filed in the appropriate URN file,
- Ensure that all property which has been identified by the Civil Litigation Unit as being relevant to a civil proceeding is properly relabeled. Property held for this reason shall have a completed green property/evidence label (SH-CR-35) placed next to the existing white property/evidence label,
- Segregate property which has been held the maximum length of time at the station/unit and prepare it for transportation to Central Property,
- Make the final disposition entries in the master ledger of all property which has been held in court, transported to Central Property, disposed of by Scientific Services Bureau, released to the rightful owner or disposed of at the station/unit,
- Assist in the maintenance of proper records and the timely transfer of property and evidence stored in the safe,
- Maintain orderly storage areas,
- Verify that all serialized property has been entered into the appropriate automated property system (see subsection 5-04/070.10).

5-04/010.00

TYPES OF PROPERTY OR EVIDENCE

The type of property or evidence and the storage location shall determine the ledgers and records used for control purposes, as outlined below:

Money

All money and all counterfeit money, except as noted below, shall be entered in the safe ledger and stored in the safe under the direct supervision of a watch commander. The need to hold money intact as evidence shall be closely scrutinized by the watch commander and approved only if the money is unique or has evidentiary value due to its markings or serial numbers (see section 5-04/040.00 and subsection 5-04/000.05).

Money too bulky for storage in the safe (such as a large coin collection) shall be transported to Central Property for storage.

Counterfeit money shall be released to the local office of the U.S. Secret Service as soon as feasible.

Foreign money, because of its frequently unknown value or intrinsic worth, shall be handled as a collectible and stored in the safe.

Collectibles

A collectible includes any currency or coin with a value greater than that negotiable on its face (numismatic value).

Personal Property

All valuables, whether evidence or found personal property, shall be entered in the safe ledger and stored in the safe. Valuables are defined as those items which include, but are not restricted to, jewelry (with or without precious stones), loose precious stones, silver ingots, gold coins, etc. The watch commander shall determine if items are of sufficient value for placement in the safe.

Valuables, if not evidence, shall be classified as personal property "P." This would include prisoner's money in excess of \$400. If personal property in the form of currency or coin is held in the safe because it is deemed a collectible, it must be classified as an intact collectible, "INT/C," to ensure it is not later reclassified as a deposit.

PROPERTY AND EVIDENCE PROCEDURES

5-04/010.15

04-01-96

TYPES OF PROPERTY OR EVIDENCE - CONTD.

Found Property

All found property and evidence shall be entered into the Department's property and evidence system and recorded and controlled. All found money and valuables shall be entered in the safe ledger and all other found property shall be entered in the master ledger. Found property shall be stored and processed in accordance with section 5-04/060.00.

Prisoner Property

Certain amounts of money or property of prisoners booked at a station require additional security. The money/ property shall be entered in the appropriate ledger and stored in the appropriate storage area. (Prisoners chapter.)

Prisoner or Bail/Fine Monies

All money or valuables pertaining to prisoners and stored in the safe shall be recorded in the safe ledger under the URN or, if no URN exists, under the booking number. Labeling, packaging and storage requirements shall remain the same.

Bulk Prisoner Property

Every effort shall be made by Department personnel to ensure that a prisoner's property accompanies the prisoner upon transfer or release. In those cases where the property does not accompany the prisoner, the following steps shall be taken in concert with the Prisoners chapter:

- The bulk property shall be entered in the master ledger,
- Immediate steps shall be taken to contact and transfer the property to the facility or agency holding the prisoner, if still in custody, or an attempt to release the property to a relative or agent of the prisoner shall be made,
- If released from custody, efforts shall be made to contact the prisoner or a representative to claim the property,
- Store the property in the property and evidence storage room for 90-120 days after which the property shall be transferred to Central Property. Disposition of the bulk property to the central property custodian shall be governed by Government Code section 26642.

Other Items

Any item pertinent to Department business may be stored in the station/unit property room or safe with the permission of the unit commander. All such items shall be recorded in the appropriate ledger.

Refer to the Miscellaneous Line Procedures chapter for Alcoholic Beverages/Illegal Fireworks, Found/Seized, No Prosecution Sought.

5-04/010.05 Property or Evidence Not Taken to a Station/Unit

Property or evidence not taken to a station/unit because of bulk or quantity shall not be recorded in the master or safe ledger. The originating unit shall make appropriate references to description and storage location in the original or supplementary report. The central property custodian shall be contacted each time this type of storage is required.

5-04/010.10 Bulk Property or Evidence

When property/evidence involved in a case is of such bulk or quantity that it is not feasible to store at a station/unit and is essential to an investigation, the watch commander shall contact Central Property for immediate transfer. Contact the Sheriff's Headquarters Bureau after regular business hours. Records of such property or evidence will be maintained by Central Property. Upon case assignment, the investigator shall contact the central property custodian to arrange for continued storage or release. The originating unit shall be responsible for complying with 11108 PC.

5-04/010.15 Long-Term Storage of Vehicles and Vehicle Parts

Vehicles or vehicle parts impounded or held for evidence may require storage at a local towing company. In no case shall these vehicles or vehicle parts be stored at the local towing company for more than 15 days at short-term rates. The investigator, upon case assignment, shall contact the central property custodian to arrange for release or transfer of the property/evidence to the main storage yard. Records of these items shall be maintained by the central property custodian. The approval of the station/unit property lieutenant is required to place any vehicle or vehicle parts into long-term storage.

5-04/020.00

PROPERTY AND EVIDENCE PROCEDURES

LONG-TERM STORAGE OF VEHICLES AND VEHICLE PARTS - CONTD.

The removal of vehicles or vehicle parts from long-term storage shall be made in conjunction with the central property custodian.

5-04/020.00

PROPERTY ACCOUNTABILITY

All items or coherently packaged groups of like items, of property and evidence shall be listed and described in an URN report documenting the circumstances by which it came into the Department's custody. Prisoner's property shall be listed on a B&PR.

After listing property on a report or booking slip, all items not returned to the prisoner, but held for safekeeping, shall immediately be labeled (see subsection 5-04/020.15) and entered into the master ledger (see subsection 5-04/030.05) or safe ledger (see subsection 5-04/030.10).

5-04/020.05 File Number Suffix Identifier

All property and evidence items pertaining to a case are listed numerically in a designated section of the Complaint Report (SH-R-49). The item number from that summary list shall be added to the URN as the primary property/ evidence identifier to be used on all labels, ledgers, transmittals, and receipts for the purpose of facilitating automated accountability. (Example: In a complaint report listing multiple items of evidence, the URN identifier for the first item of evidence would read: 490-12345-0111-442-1. For subsequent items, the file number suffix identifier would increase numerically to correspond to the item number as listed in the complaint report, e.g., 442-2, 442-3, 442-4, etc.)

5-04/020.10 File Number Change

In the event that a file number is changed or several cases are consolidated under a master file number, all property under the individual case numbers shall be cross referenced to the master file number. This applies to the property label and all entries in the master and/or safe ledgers (see cross-reference instructions under subsection 5-04/030.30).

5-04/020.15 Property Labels (SH-CR-35)

WHITE LABEL

Property and evidence coming into possession of officers of the Department shall be immediately labeled using pre-formatted, adhesive backed white labels. Information may be handwritten or filled in by microprocessor. Written labels shall be printed legibly using ballpoint pen with indelible ink. Pencil and felt-tip pens shall not be used for this purpose.

GREEN LABEL

Property and evidence seized in connection with a criminal investigation that is later deemed to have relevance in a civil proceeding shall be retained pending change of status and shall be immediately relabeled using pre-formatted, adhesive backed green labels. Changing the status of property from criminal to civil shall be accomplished by placing a completed green label directly next to the existing white label. The green label shall be completed in the same manner as the white label as described above.

5-04/020.20 Affixing Property Labels

In labeling, consideration shall be given to the type of storage or any subsequent processing that may be involved.

- Labels shall not be placed where they may cause damage when removed,
- For items such as clothing that will not retain an adhesive label, the property label shall be placed on a standard card stock tie-on tag and then fixed to the item,
- Narcotic evidence shall be placed in transparent narcotic evidence bags. Blood and urine samples shall be placed in the appropriate blood sample envelopes and urine sample jars. Evidence shall be identified by filling in all required information on the envelope or label. **DO NOT** affix property labels to blood and urine samples,
- Handguns, rings, money and other items of similar size shall also be placed in reinforced manila property envelopes. Required information printed legibly or typed on a properly completed property label shall be affixed.

If cash, currency or coins, constitutes the property being labeled, see special instructions under section 5-04/040.00.

- Bulk property and money of released prisoners left at a station shall be labeled by the station jailer, if not previously labeled and entered into the appropriate ledger and storage area.

Truesdell, George W.

EXEMPLAR B 1/2

From: JDIC Messages
Sent: Tuesday, October 09, 2001 9:38 AM
To: JDIC Messages
Subject: RESTRICTIONS AND REQUIREMENTS FOR DELIVERY OF INMATES [From: BOM2 - #
Pages: 02]

PAGE 01 TO: (XASF) FROM: BOM2 10/09/01 09:37:24

IRC SHERIFF'S BROADCAST

SHERIFF'S DEPARTMENT BROADCAST ANNOUNCEMENT
INMATE RECEPTION CENTER

TO: ALL LASD STATIONS, LASD CUSTODY FACILITIES, ALL COURTS
AND ALL OUTSIDE LAW ENFORCEMENT AGENCIES.

SUBJECT: RESTRICTIONS AND REQUIREMENTS FOR DELIVERY OF INMATES
AND PROPERTY TO THE INMATE RECEPTION CENTER (IRC).

ALL LASD STATIONS, LASD CUSTODY FACILITIES, COURTS, AND OUTSIDE LAW
ENFORCEMENT AGENCIES DELIVERING INMATES AND/OR THEIR PERSONAL PROPERTY
ITEMS TO THE INMATE RECEPTION CENTER (IRC) SHALL BE BOUND BY THE
FOLLOWING RULES CONCERNING THE DELIVERY OF INMATE PERSONAL PROPERTY.

1. ALL ITEMS OF PERSONAL PROPERTY MUST FIT INTO, AND BE
COMPLETELY ENCLOSED IN A CLEAR PLASTIC BAG, NOT TO EXCEED
10" BY 15" IN SIZE.
2. ALL ITEMS ENCLOSED IN THIS CLEAR PLASTIC BAG MUST BE CLEARLY
AND PROPERLY IDENTIFIED ON THE BOOKING SLIP ACCOMPANYING THE
PERSONAL PROPERTY ITEMS.
3. ALL ITEMS AND JEWELRY, IN ADDITION TO BEING PROPERLY
IDENTIFIED ON THE BOOKING SLIP, MUST BE ENCLOSED IN SEALED
MANILA ENVELOPES, WITH THE DESCRIPTION OF SAID ENCLOSED ITEMS
WRITTEN ON THE OUTSIDE.
4. ALL FOOD STAMPS, IN ADDITION TO BEING PROPERLY IDENTIFIED ON
THE BOOKING SLIP, MUST BE ENCLOSED IN SEALED MANILA ENVELOPES,
WITH THE DESCRIPTION AND TOTAL VALUE OF THE ENCLOSED STAMPS
WRITTEN ON THE OUTSIDE.

ADDITIONALLY, THE IRC WILL NOT ACCEPT THE FOLLOWING PERSONAL PROPERTY ITEMS.

1. KNIVES OR OTHER WEAPONS, TO INCLUDE TOOLS, SUCH AS
SCREWDRIVERS, PLIERS, ETC...
2. CIGARETTES, CIGARS, OTHER TOBACCO PRODUCTS, OR DISPOSABLE
LIGHTERS. (ZIPPO, OR OTHER PERMANENT LIGHTERS ARE ALLOWED).
3. CANDY OR OTHER FOOD ITEMS.
4. ANY PERSONAL PROPERTY ITEMS UNABLE TO FIT INTO, AND BE
COMPLETELY ENCLOSED IN THE PERSCRIBED 10" BY 15" CLEAR
PLASTIC BAG IDENTIFIED ABOVE.

THESE NON-ACCEPTABLE ITEMS SHOULD BE EITHER DISPOSED OF OR STORED AT
THE POINT OF ARREST. IF DISPOSED OF OR STORED AT THE ARRESTING
AGENCY, THIS FACT SHOULD BE CLEARLY NOTED ON THE BOOKING SLIP AS
INDICATED BELOW.

1. ANY ITEMS NOT DELIVERED TO THE IRC BECAUSE THEY VIOLATED THE
SIZE RESTRICTION INDICATED ABOVE, SHOULD BE NOTED ON THE
BOOKING SLIP AS "BULK" PROPERTY AND SHOULD ALSO INDICATE THAT
THE ITEMS ARE BEING STORED AT THE ARRESTING AGENCY.
2. THE ACTUAL STATUS OF ANY ITEMS NOT DELIVERED TO THE IRC
BECAUSE THEY VIOLATE ONE OF THE OTHER RESTRICTIONS INDICATED
ABOVE, SHOULD LIKEWISE BE NOTED ON THE BOOKING SLIP.

PAGE 02

THE IRC WILL ALSO NOT ACCEPT ANY PERSONAL PROPERTY OR CLOTHING ITEMS REMOVED FROM ANY INMATE, FOR WHATEVER REASON, AFTER HE/SHE HAS BEEN ASSIGNED TO AND HOUSED IN ANY LASD CUSTODY FACILITY. THIS RESTRICTION MAINLY CONCERNS LETTERS, BOOKS, AND IN THE AREA OF CLOTHING, SHOES. ANY SUCH ITEMS REMOVED FROM ANY CURRENTLY HOUSED INMATE MAY BE DELIVERED BY THE RESPECTIVE CUSTODY FACILITY PERSONNEL TO THE PROPERTY STORAGE AREA AT S.T.A.R.S. CENTER.

EXCEPTION:

THE ONLY FULL TIME EXCEPTION TO THE ABOVE MENTIONED "BULK" PROPERTY RULES CONCERNS INMATES ARRESTED AT THE COURTS AFTER TURNING THEMSELVES IN. IN FACT, ALL PROPERTY FOR THESE INDIVIDUALS IS TO BE DELIVERED TO THE INMATE RECEPTION CENTER.

LEROY D. BACA, SHERIFF

SNDG:PDM

EPC Claims Investigation Worksheet

Claim # _____

Booking #: _____ I/M Last: _____ I/M First: _____

Type Claim _____ Release Date: _____ Type Release: _____

I have checked the below listed items while researching the claim submitted by the above referenced inmate, and have noted the status in the below listed categories.

	<u>Status</u>	<u>Comments</u>
1. State Prison Database	_____	_____
2. Inmate Information Database	_____	_____
3. Bulk Database	_____	_____
4. Archive Database(s)	_____	_____
5. Clothing Storage Rack	_____	_____
6. Property Storage Bin	_____	_____
7. Wheelchair/Cane/Crutches	_____	_____
8. Any A/P Envelopes	_____	_____

I have also checked with or ordered the below listed items.

9. Bath Card	_____	_____
10. Booking Slip	_____	_____
11. Arresting Agency	_____	_____
12. Receiving transmittal (attached)	_____	_____
13. Track	_____	_____

The final status for this claim is listed in the EPC Claims database. A copy of that file and the letter format to be sent to the inmate is attached to this form. For all "Valid" claims, a copy of this form was sent to the Auditor/Controller's office with the file.

Claim Final Status: Valid: _____ Denied: _____

Signed: _____

Date: _____



EXEMPLAR D

**Sentenced Inmate Notification
Clothing and Property Disposition**

EN ESPANOL A TRAS

Date Printed: Wednesday, October 10, 2001

Inmate Name: **GOLDSTEIN , JEFFREY**

Booking #: **6513086**

Housing Location: Facility: **CJ** Module: **4300**

You have been sentenced to state prison or your parole has been revoked. The California Department of Corrections (CDC) will **NOT** accept for storage, clothing or certain personal property items we are holding for you. We do not have the ability to select acceptable items, and will therefore **NOT** send anything with you when you are transported to state prison.

You must therefore arrange for someone to pick up your clothing and personal property from the Inmate Reception Center. It is your responsibility to contact this person and provide them with the proper "Release form" which you can get from your housing location. If you are unable to obtain one of the "blue" Release Forms prior to being transferred, we will accept a letter from you advising us to release your things to the person you name. The person you select to pick up the items should be directed to the Property Release area in the 2nd floor lobby area of the Inmate Reception Center. They should bring your written Release Form or letter when they come. Your Personal Property items may be retrieved anytime day or night, but clothing may only be released between the hours of 8AM and 8PM, Monday through Friday. We are also unable to release clothing items on Holidays due to our inability to access the clothing storage area.

If you have any questions about these procedures, please contact one of our Evidence & Property Custodians at the address below.

Los Angeles County Sheriff's Department
Inmate Reception Center
Attn: Administration/Claims Section
450 Bauchet Street
Los Angeles, CA 90012

We will only store your personal property for four (4) months and your clothing for one (1) month from the date on which you are transported to state prison. At the end of that time, if your items have not been retrieved, they will be destroyed.



SENTENCED INMATE NOTIFICATION
CLOTHING AND PROPERTY DISPOSITION
SENTENCED STATE PRISONERS OR
PAROLE VIOLATORS NOTIFICATION

EN ESPANOL A TRAS

 You are sentenced to state prison or your parole has been revoked. The California Department of Corrections (CDC) will **NOT** accept for storage, clothing or certain personal property items we may be holding for you. We do not have the ability to select acceptable items, and will therefore **NOT** send anything with you when you are transported to state prison.

You must therefore arrange for someone to pick up your clothing and personal property items from the Inmate Reception Center. It is your responsibility to contact this person and provide them with written authorization to retrieve your items. The person you select to pick up the items should be directed to the Property Release Windows in the second floor lobby area of the Inmate Reception Center. They should bring your written authorization and valid identification when they come to get your things. Please inform the person desiring to retrieve your items that we can release your personal property anytime day or night, but clothing may only be released between the hours of 8AM and 8PM, Monday through Friday. We are also unable to release clothing items on Holidays due to our inability to access the clothing storage area.

If you have any questions about these procedures, please contact one of our Evidence & Property Custodians at the address below.

Los Angeles County Sheriff's Department
 Inmate Reception Center
 Attn: Administration/Claims Section
 450 Bauchet Street
 Los Angeles, CA 90012

We will only store your personal property for four (4) months and your clothing for one (1) month from the date on which you are transported to state prison. At the end of that time, if your items have not been retrieved, they will be destroyed.

GT:gt



NOTIFICACION PARA RECLUSOS SENTENCIADOS
Y VIOLADORES DE PROVISION
DESPOSICION DE PROPIEDAD Y ROPA

Usted ha sido sentenciado/a a la prision del Estado o se revocado su caso. El departamento de Correcciones de California (CDC), **NO** acepta ropa o articulos de propiedad personales, que nosotros tenemos en nuestra custodia. Nosotros no tenemos la abilidad de poder seleccionar ciertos articulos aceptables, por ese motivo **NO** mandaremos algunas de sus pertenencias con usted.

Por lo tanto usted tiene que hacer arreglos para que alguien recoja su ropa y pertenencias del centro de recepcion para reclusos (Inmate Reception Center.) Usted es responsable de comunicarse con la persona(s) y conseguir la forma de solicitud apropiada de autorizacion ("**RELEASE FORM**"), localizada en su dormitorio. Usted tiene que hacerlo antes de que sea transportado(a). Si usted no puede conseguir la forma apropiada "**BLUE SLIP**" aceptaremos una carta firmada por usted avisandonos que usted nos autorizara entregarle sus pertenencias y ropa a la persona(s) de su seleccion. Tal persona(s) tiene que dirigirse a las ventanillas **PROPERTY RELEASE WINDOWS** en el segundo piso del centro de reclusos (INMATE RECEPTION CENTER) La Persona(s) deben traer la forma de autorizacion "blue slip" o si no la carta firmada por usted. Sus pertenencias personales pueden ser recogidas ropa solamente de Lunes a Viernes de las 8:00 A. M. alas 8:00 P. M. Excluyendo dias festivos, porque no tenemos acceso a su ropa durante los fines de semana y dias festivos.

Si usted tiene alguna(s) pregunta(s), favor de comunicarse con nosotros a la direccion de abajo.

Los Angeles County Sheriff's Department
Inmate Reception Center
Attn: Administration/Claims Section
450 Bauchet Street
Los Angeles, CA 90012

NOSOTROS DETENEMOS SU ROPA POR SOLAMENTE UN MES (30 DIAS) Y SUS PERTENENCIAS PERSONALES POR (4) MESES. DESPUES DE ESE TIEMPO SERAN DESTRUIDAS SI NO SON RECOGIDAS POR LA PERSONA(S) QUE USTED AUTORIZO.

GT:gt

Truesdell, George W.

EXEMPLAR F

From: JDIC Messages
Sent: Tuesday, October 09, 2001 9:38 AM
To: JDIC Messages
Subject: DELIVERY OF ALL "BULK" INMATE PROPERTY TO THE PROPERTY [From: BOM2 - #
Pages: 01]

PAGE 01 TO: (XASF) FROM: BOM2 10/09/01 09:35:42

IRC SHERIFF'S BROADCAST

SHERIFF'S DEPARTMENT BROADCAST ANNOUNCEMENT
INMATE RECEPTION CENTER

TO: ALL LOS ANGELES COUNTY COURT SERVICES DIVISION

SUBJECT: DELIVERY OF ALL "BULK" INMATE PROPERTY TO THE PROPERTY
AND CLOTHING UNIT AT THE INMATE RECEPTION CCENTER.

IN ORDER TO MORE PROPERLY ACCOUNT FOR ALL INMATE PERSONAL PROPERTY,
ALL LOS ANGELES COUNTY COURTS ARE REQUESTED TO ABIDE BY THE
FOLLOWING RULES REGARDING THE ACCEPTANCE AND DELIVERY OF INMATE
PERSONAL PROPERTY.

1. ALL ITEMS OF INMATE PERSONAL PROPERTY CURRENTLY STORED IN ANY
COURT SHOULD IMMEDIATELY BE DELIVERED TO THE PROPERTY AND
CLOTHING UNIT OF THE INMATE RECEPTION CENTER.
2. ON A GO-FORWARD BASIS, ALL INMATE PERSONAL PROPERTY ITEMS
REMOVED FROM ANY PERSON REMANDED TO JAIL AFTER TURNING
THEMSELVES IN TO THE COURT, SHOULD BE DELIVERED TO THE
INMATE RECEPTION CENTER WITH THE INMATE.
3. THE PROPERTY REFERRED TO IN THIS MESSAGE INCLUDES "BULK"
PROPERTY, WHICH IS GENERALLY DESCRIBED AS BEING TOO LARGE
TO FIT IN THE NORMAL 10" BY 15" PROPERTY STORAGE BAGS.
ITEMS IN THIS CATEGORY INCLUDE BACKPACKS, PURSES,
BRIEFCASES, ETC.

THIS ORDER DOES NOT PERTAIN TO THE DELIVERY OF ANY BULK PROPERTY
TRANSPORTED TO THE COURT BY ANY ARRESTING AGENCY.

ANY QUESTIONS REGARDING THIS MESSAGE MAY BE REFERRED TO THE PROPERTY
AND CLOTHING MANAGER AT THE INMATE RECEPTION CENTER, AT (213)893-5312.

LEROY D. BACA, SHERIFF

SND:PDM

EXEMPLAR G1

6-04/005.15 Manually Prepared Bath Card

Amended 02-27-2001

This procedure entails Deputy Personnel manually printing on the "Buff" colored cards information pertinent to the clothing worn by each inmate upon his/her processing into the Inmate Reception Center. Department procedures call for deputy personnel to attend to this function.

After completion of the printing of the cards they shall be delivered to Evidence & Property Custodian personnel who shall affix bar code labels to further identify the inmate owner, as described in Section 6-04/005.25 of this manual.

6-04/002/06 Booking Front: Safety Members Clothing/Property Acceptance

Deputy personnel assigned to the "booking front" area of the Inmate Reception Center are responsible for accepting certain items on behalf of Evidence & Property Custodians. The procedures they follow in completing these assignments are:

- Certain state prisoners are returned to the Inmate Reception Center to attend court, or other functions. When delivered to this location they may be dressed in state prison jumpsuits, blue dungarees and shirts, and/or khaki pants.
- When the prisoners are delivered to booking front, depending on the articles of clothing worn, deputy personnel shall:
- State prison jumpsuits: When delivered in state prison jumpsuits, the inmate's property shall be taken at booking front and the inmate shall be moved along in the acceptance process. The personal property shall be delivered to an Evidence & Property Custodian who shall affix the appropriate bar code label and arrange for the transport of the items to the clothing storage area. This state prison clothing will be returned to the appropriate state prison transportation personnel.
- Blue dungarees and shirts, and/or khaki pants: When delivered in this type uniform, the inmate's property shall be taken at booking front and the inmate shall be moved along in the acceptance process. The personal property shall be delivered to an Evidence & Property Custodian who shall affix the appropriate bar code label and arrange for the transport of the items to the clothing storage area. This clothing will be either taken at the bath area during the clothing exchange process or accepted at the booking front area and stored under the individual inmate's name and booking number. In either instance, the inmate will be dressed out in standard jail clothing. The rationale for this process is that this is the inmate's personal clothing items, which he has paid for.
- Irrespective of the clothing items worn, the information pertaining to same shall be written on a bath card.

The above procedures are specifically directed toward safety personnel working in the bath area and booking front of the IRC. The rationale for the procedure is to ensure we safeguard the personal effects of inmates returned to the custody of the Sheriff's Department.

If any Evidence & Property Custodian working in conjunction with these safety personnel becomes aware that the procedure is not being followed, that person shall immediately contact the on-duty Watch Commander.

COUNTY OF LOS ANGELES

EXEMPLAR H

SHERIFF'S DEPARTMENT*A Tradition of Service*

DATE: October 1, 2001

OFFICE CORRESPONDENCE

FILE NO.

FROM: RICHARD BARRANTES, CAPTAIN TO: ALL WATCH COMMANDERS
INMATE RECEPTION CENTER INMATE RECEPTION CENTER

SUBJECT: **CLOTHING ACCEPTANCE PROCEDURES: BOOKING FRONT STATION**

Please ensure that the following is briefed to, and understood by, all sworn personnel assigned to the Inmate Reception Center.

CLOTHING

All clothing items for all in-coming inmates processed at the Booking Front station shall be inventoried and listed on an inmate bath card by deputy personnel. The inventory shall include all articles of clothing to include, shirts, pants, shoes, socks, underwear, jackets, belts, and any other wearing apparel. The items shall be inventoried by color, style, and condition, with the inventory being made in INK, and thereafter signed by the deputy conducting the inventory. After completing the inventory, the items, with the completed bath card, shall be placed in a plastic bag with a knot tied at the base to preclude the loss of any item.

Exemplar I

09-01-98

5-21-010

Los Angeles County Sheriff's Department

CUSTODY DIVISION MEN'S CENTRAL JAIL	Unit Order: 5-21-010
	Effective Date: 08-18-98 - Revision Date: 09-21-01
Subject: Recovery/Storage/Disposal of Contraband Inmate Footwear	
Reference: CDM 5-21/000	

PURPOSE OF ORDER:

To set forth policies and procedures regarding the seizure, storage and/or disposal of contraband footwear from inmates.

Since March 6, 1998, all inmates processed into Sheriff's custody Jail have been issued "jail shoes" during the booking process at the Inmate Reception Center. Therefore, any inmate booked into our system after that date should not be wearing "street" shoes. The possession of personal shoes presents several problems for Custody Division personnel and inmates: 1) Unapproved footwear lends itself to smuggling other forms of contraband; 2) Some footwear contains materials easily converted to weapons; 3) High-value tennis shoes result in crimes of violence perpetrated on the "owners;" and 4) As with any short-supply item valued by inmates, unapproved footwear becomes "jail currency," contributing to black market operations, tensions, and eventual violence.

All of these issues contribute directly to the safety of staff and inmates. **PERSONNEL ARE ENCOURAGED TO ACTIVELY SEEK OUT AND SEIZE FOOTWEAR THAT MAY CONTAIN WEAPONS, OR CAN BE USED AS WEAPONS, SUCH AS BOOTS.**

SCOPE OF ORDER:

This order applies to each unit, watch and employee assigned to Central Jail.

ORDER:

ANY contraband footwear seized by MCJ personnel from inmates shall be properly disposed of or stored. All non-IRC issued shoes (not including shower shoes) are to be considered contraband and shall be seized as such. The taking of these shoes shall be documented by the writing of an inmate incident report, naming the inmate from whom the shoes were taken.



09-01-98

5-21-010

The only exception to this order shall be inmates who require orthopaedic shoes. These inmates shall be allowed to retain their shoes. (Orthopaedic shoes are custom made and fitted to a person's foot, and are not available "off the rack." Tennis shoes, i.e. Nikes, Adidas, K-Swiss, etc. are not orthopaedic shoes.) If an inmate claims that his shoes are orthopaedic, Department personnel shall contact a nurse in the clinic and request a review of the inmate's medical record to determine if there is a medical reason for orthopaedic shoes. Should a review of the record indicate that there is a medical reason for the shoes, the inmate shall be allowed to retain them. If there is no medical need for the shoes, they shall be confiscated.

All contraband shoes shall be disposed of by placing them in the contraband containers located in each of the floor control booths. Contraband shoes shall not be placed in regular trash receptacles.

Truesdell, George W.

From: JDIC Messages
Sent: Wednesday, October 17, 2001 11:16 AM
To: JDIC Messages
Subject: REQUESTS FOR OFFLINE BOOKING SLIPS AND BOOKING [From: IRU3 - # Pages: 01]

PAGE 01 TO: (XASF) FROM: IRU3 10/17/01 11:16:05

SHERIFF'S DEPARTMENT BROADCAST ANNOUNCEMENT
RECORDS AND IDENTIFICATION BUREAU

TO: ALL CONCERNED PERSONNEL

SUBJECT: REQUESTS FOR OFFLINE BOOKING SLIPS AND BOOKING
JACKETS

THE DOCUMENT PROCESSING UNIT IS EXPERIENCING DIFFICULTY IN PROVIDING BOOKING SLIPS AND BOOKING JACKETS THAT DO NOT HAVE MICROFILM ADDRESSES DUE, IN PART, TO TECHNICAL DIFFICULTIES WITH THE INMATE TRACKING SYSTEM. ALSO, RIB HAS NOT YET BEGUN IMAGING DOCUMENTS (THE VENDOR WILL OFFICIALLY BEGIN IMAGING ON OCTOBER 10TH).

DPU STAFF WILL DILIGENTLY RESEARCH YOUR REQUEST, HOWEVER, DELAYS ARE INEVITABLE BECAUSE ITEMS WILL HAVE TO BE MANUALLY RESEARCHED. ONLY REQUESTS THAT ARE TRULY URGENT IN NATURE WILL BE PROCESSED.

YOU WILL BE NOTIFIED VIA JDIC BROADCAST WHEN THIS CONDITION CHANGES. QUESTIONS REGARDING THIS MATTER MAY BE DIRECTED TO THE DOCUMENT PROCESSING UNIT AT (562)465-7866.

LEROY D. BACA, SHERIFF

HM/SNDG